

Retention and Classification Report

Agency: Holladay (Utah) (2975)

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Records Officer Stephanie Carlson

27941	Accounts Receivable
28707	Annexation files
26439	Payroll register files

AGENCY: Holladay (Utah)

SERIES: 27941

3

TITLE: Accounts Receivable

DATES: 2000-

ARRANGEMENT: chronological, thereunder alphabetical

DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

AUTHORIZED: 06/06/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Holladay (Utah)

SERIES: 27941

TITLE: Accounts Receivable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Holladay (Utah)

SERIES: 28707

3

TITLE: Annexation files

DATES: 2002-2014

ARRANGEMENT: Chronological by date and thereunder alphabetical by name.

DESCRIPTION:

These records support the Planning Commission's function to advise the agency on land use issues (Holladay City Code 13.05.040 (2012)). These records document the annexation of private property into municipal boundaries. Information may include correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION:

Retain 15 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are of historical value as they document the growth of municipal boundaries.

AGENCY: Holladay (Utah)

SERIES: 28707

TITLE: Annexation files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Holladay (Utah)

SERIES: 26439

3

TITLE: Payroll register files

DATES: 1999-

ARRANGEMENT: Chronological by year, there under alphabetical by name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years or until 3 years after retirement or death and then destroy and if not in employee earning file.

APPRAISAL:

Administrative Fiscal

AGENCY: Holladay (Utah)

SERIES: 26439

TITLE: Payroll register files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public